

*Handbook for*

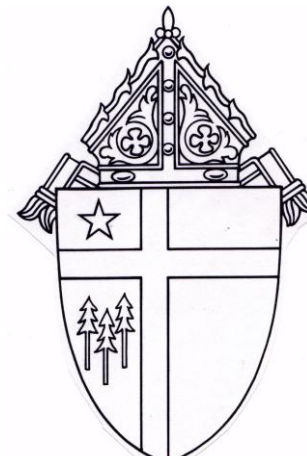
*Adult Faith Formation*

*and*

*Ministry Endorsement*

**Diocese of Tyler**  
**Office of Religious Education**  
**1015 ESE Loop 323**  
**Tyler, Texas 75701**  
**903-534-1077**

**Revised - August, 2008**  
*also available on website at*  
[www.dioceseoftyler.org](http://www.dioceseoftyler.org)



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## Preface

“The Church was founded to spread the kingdom of Christ over all the earth for the glory of God the Father, to make all people partakers in redemption and salvation. The laity participate in the church’s mission by living faith and being educated in the faith.”

*Vatican II, Apostolicam Actuositatem.*

“Adult catechesis must systematically propose the Christian faith in its entirety and in its authenticity, in accordance with the Church’s understanding. Adults must assume responsibility for the Church’s mission and to be able to give Christian witness in society.” *GDC, 175, 1997.* “By systematic we mean a catechesis that nurtures a profound, lifelong conversion of the whole person and sets forth a comprehensive, contemporary synthesis of the faith as presented in the *Catechism of the Catholic Church.*” *Our Hearts Were Burning Within Us, 1999*

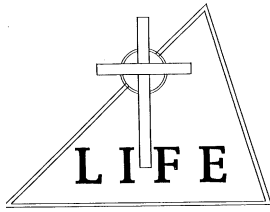
In an effort to respond to the call of the Spirit in Sacred Scripture and the Church through these documents the Office of Religious Education is committed to providing educational opportunities for growing in the Catholic faith for all adults in the Diocese of Tyler. This handbook will provide an explanation of programming currently available and recommended resources to further individual faith development.

*The Lifelong Individual Faith Enrichment (LIFE) Program* is a systematic study of courses offered in theology and scripture presented in four levels. The goal of the LIFE program is to give adults a solid foundation upon which they can independently continue the growth in their faith for the rest of their lives. All formation efforts should be focused on the curriculum path of the LIFE program. (See pages 4-5)

The *Catechist Endorsement* process for ministry explained in this handbook also provides an opportunity to share with others the growth in theology and scripture. The Catechist is given tools to faithfully echo, on behalf of their parish community, the faith which they have received. (See pages 6-11)

*The Professional Ministry Program (PMP)* is a series of college level theology, scripture, and catechetical courses taught in a semester format for those interested in a more challenging study of faith and doctrine.

Finally, audio - visual resources are available at the Office of Religious Education in the resource library for independent study as well as information regarding distance learning both on the internet and through college partnerships.



Additional information is available on the diocesan website.  
[www.dioceseoftyler.org](http://www.dioceseoftyler.org)

### **Lifelong Individual Faith Enrichment (LIFE)**

*The Lifelong Individual Faith Enrichment (LIFE) Program* is a systematic study of courses offered in theology and scripture presented in four levels. A certificate is awarded upon the completion of each level. In addition to particular courses offered by the diocese, parish classes may be offered that meet similar syllabus requirements. See “Areas of Study - Theology and Scripture” for other possible topics. (See page 5)

1. Foundation LIFE Level: 12 credit hours (general overview of basic Catholic doctrine)

Courses such as: "**Basic Elements of the Christian Message Course.**" This course includes 2-hour sessions on the following topics: Revelation, Trinity, Church, Sacraments, Mary/Saints, and Grace/Moral Life. This series is designed for adults just beginning to learn about their faith. This course is also fruitful for adults beginning the mystagoga period following Christian Initiation.

2. Basic LIFE Level: 30 credit hours (15 Theology/15 Scripture)

Courses in **Scripture, Church, and Sacraments** are designed to provide a deeper understanding of doctrine. At this level, the class syllabus includes introduction to reading and comprehending church documents (e.g. Vatican II, Catechism of Catholic Church, and Scripture), scripture exegesis, and systematic presentation of the faith. The sessions at this level typically require some outside reading.

3. Intermediate LIFE Level: 30 credit hours (15 Theology/15 Scripture)

Diocesan Courses such as: **Christology, Mary in the New Testament, Morality and the Formation of Conscience, Prayer, the Spiritual Life and the Relationship to Eucharist.** The syllabus includes exposure to papal writings or church documents. Courses at this level require some independent reading and either oral presentations or short written reflection papers.

4. Advanced LIFE Level: 40 hours of adult study of Catholic doctrine. Classes should enable the participant to continue progression of growth in one's personal adult faith enrichment at this level through exposure to secondary sources or in depth reading of papal documents. Some advanced theology classes have been videotaped with handouts, and homework.

## Areas of Study - Theology and Scripture

These are areas for suggestions. The list is not meant to be exhaustive.

### **Theology:**

Sacraments - Sign/Symbol	Ministry	Prayer
Sacraments of Initiation	Traditions	Current Pastoral Letters
Evangelization	Basic Doctrine	Christian Initiation
Sacraments of Healing	Liturgy	Sexuality
Sacraments of Vocation	Documents of Vatican II	
Church/Ecclesiology	Church	Social Teachings
History of Church	Faith	Christology
Revelation and Faith	Grace/Sin	World Religions
Justice and Peace	Mariology	
Creed		
Morality/Conscience	Catechism of the Catholic Church	



### **Scripture:**

Literary Forms/Authorship	Gospel of John	Prophets
Christian Scripture	Wisdom Literature	Acts
Hebrew Scripture	Psalms	Parables
The Letters of St. Paul	The Synoptic Gospels	
Pastoral Letters		
Book of Revelation	Parables	Scriptural Themes

## Catechist Endorsement Levels

Every person engaged in handing on the faith in any parish program (e.g. CCD, Christian Initiation, religious formation, sacramental preparation, small group studies, etc). should be endorsed. The Beginning Endorsement is intended to provide the minimum training for anyone to catechize in a parish program without supervision.

\*\*\* Catechist Endorsement Awards are issued upon completion of a particular level and requested through the Office of Faith Formation.\*\*\*

### **Beginning Catechist Endorsement:**

1. Completion of 12 hours of the Foundation LIFE Level

( i.e. LIFE course - Basic Elements of the Christian Message Course, attendance for one year in catechetical sessions for Christian Initiation, DeSales Study -6 hours on Scripture, 6 hours Theology. These are a few examples. Others may be submitted.)

2. Catechetics: 12 hours (effective January, 2004)

a. E1 - Echoes of Faith: Getting Started as a Catechist (2 hours)

b. E2 - Echoes of Faith: Role of the Catechist (2 hours)

c. E3 - Echoes of Faith: Person of the Catechist (2 hours)

d. E4 - Echoes of Faith Module - Introduction to the Learner - (4 hours)

e. E5 - Echoes of Faith Methods: (2 hours depending on the grade level or another catechetical workshop.)

\* Professional Teaching Certificate will replace the credits for the 12 hours of Catechetics for this level. Echoes may be viewed for the Basic Catechetical Level. A copy of the teaching certificate is to be sent to the Office of Faith Formation.

3. Training on the *Guidelines for the Ethics and Integrity for Church Personnel, signed Code of Ethics, and submitted Criminal Background Check Release to Business Office.* ( ACS - applicant is approved on website)

4. Curriculum Guide Training for Ages 4-18 or Christian Initiation Curriculum. (CG - 3 hours)

5. Personal faith experience: retreat, cursillo, prayer group marriage encounter, renew experience, day of recollection.

6. One year of religious education teaching experience (This may coincide with study time.)

7. Endorsement requirement at this level should be completed within one year period. The endorsement is valid for a period of 3 years at which time the next level should be done.

### **Basic Catechist Endorsement:**

1. Completion of the Beginning Catechist Endorsement.

2. Completion of the Basic LIFE Level

6 hours Sacraments

6 hours Church

6 hours Old Testament

6 hours New Testament

6 hours electives

3. Catechetics: 15 additional hours (limit 5 hours /topic) See “Areas of Study - Catechetics” (See p. 11)

4. Personal Faith experience: retreat, cursillo, day of recollection, renew experience, prayer group, marriage encounter.

5. One additional year of religious education teaching experience (This may coincide with study time.)

6. Endorsement requirements for this level should be completed within a 3 year period. The endorsement is valid for 3 years, at which time the next level should be completed.

**Intermediate Catechist Endorsement:**

1. Completion of the Basic Catechist Endorsement.

2. Completion of the Intermediate LIFE Level - See “Adult Faith Formation” (See p.4-5) .

3. Catechetics: 12 additional hours (Diversity in topics is encouraged) See “Areas of Study - Catechetics” (See p. 11) These hours should be at an intermediate level, requiring some outside reading and some type of reflection.

4. Personal Faith experience: retreat, cursillo, day of recollection, prayer group, marriage encounter

5. An additional year of religious education teaching experience (This may coincide with study time.)

6. Endorsement requirement should be completed within a 3 year period. The endorsement is valid for an additional 3 years, at which time the Advanced Level should have been completed.

**Advanced Catechist Endorsement:** (revised August, 2007)

1. Completion of the Intermediate Catechist Endorsement.

2. Completion of Advanced LIFE Level - See- "Adult Faith Formation" (See p. 4-5)

3. Catechetics: 20 hours -

1. (6) hours Echoes of Faith Plus Adult Faith Formation Module

2. (2) credits for day long presentation on Liturgical Renewal Process

3. (2) credits for day long presentation on Christian Initiation Process

4. (2) credits for day long presentation on Call to Holiness and Discipleship Process

5. (2) credits for day long presentation on the New Evangelization

\*\*\*6. (6) hours for Adult Faith Formation classes taught (see description below)

4. Personal Faith experience: retreat, cursillo, day of recollection, renew experience, prayer group, marriage encounter

5. An additional year of religious education teaching experience. (This may coincide with study time.)

6. Endorsement requirements should be completed within a 3 year period. Endorsement is valid for 3 years, renewable upon completion of 15 additional hours.

\*\*\* (6) credit hours for Adult Faith Formation Classes:

At this level requirements are expected to include: A two hour presentation on some aspect of the doctrine of the Catholic Church for adults should be submitted. Preparations, materials used, evaluation, and personal reflection should be included in the project report. Include the location, and number of attendees. Choose **TWO** of the following:

1. Lesson plan for a particular group using the Curriculum Guide for a basis on a doctrine of the faith; teach the lesson; evaluate the lesson; and submit a typed reflection of the plans, procedures, and materials used.

2. A presentation to a practicing Catholic adult audience for faith formation teaching on a specific doctrine.

3. A presentation to a group of parents seeking to present their child as part of a sacramental preparation program.

4. A presentation on a doctrine of faith to a group of non-Catholics seeking full communion into the Church through the Christian Initiation process. (Maybe non-Christians or non-Catholics seeking full communion.)

Submit information for credits to: Office of Religious Education. Upon satisfactory completion of this requirement 6 hours for Advanced Catechetics will be awarded.

**\*\*\*Specializations**

For those interested in being endorsed in a specialized area, the Beginning and Basic Endorsements must be completed first. Currently

there are three areas for specialization as options which are offered to satisfy the 12 hours for Intermediate Catechist at the Intermediate Endorsement Level. Note the Christian Initiation Specialization has been removed since there are other requirements for that in the Diocesan Resource Manual for Christian Initiation.

1. Sacramental Preparation Specialization

a. (6 hours ) Presentation Session

Directions: Plan, present, and evaluate a training session for a particular sacrament: Baptism, Eucharist, Reconciliation, Matrimony, Confirmation. Prepare the session, list objectives, time, materials, audio-visuals, handouts, outline of session. Present the session. Evaluate the session as to what worked, what didn't. Briefly give a report of the session from your own perspective.

Choose two from the list below:

- a. Parent session
- b. Family session
- c. Couples
- d. Candidates

b. (6 hours) Additional workshops of interest listed from "Areas of Study-Catechetics" (See p. 11)

2. Adult Faith Formation Leader Specialization

a. (3 hours) Read the book: *Lifelong Learning: The Adult Chapter*. Write a one page reflection on what you learned.

b. (3 hours) Attend a training session on how to facilitate a study group learning proper techniques, including various learning styles for adults.

c. (6 hours) Additional workshops of interest listed from "Areas of Study - Catechetics" (See p. 11)

### **Professional Religious Educator Endorsement**

The Professional Religious Educator Endorsement is for those interested in catechetical leadership positions in their parishes. The endorsement requires a systematic study of theology, at least three years in an administrative position, training towards proficiency in the skills outlined by the National Standards for Parish Directors of Religious Education, and a Self-Assessment Instrument. For more information about this endorsement contact the Office of Religious Education for details outlining the process.

## Areas of Study - Catechetics

Areas of Study are given here as suggestions. The list is not meant to be exhaustive.

### CATECHETICS:

Ministry of the Catechist

Basic Psychology/Human Development

Faith Development

Theories of Religious Education

Classroom Environment

Use of Media Equipment

Art of Questioning

Positive Motivational Techniques

Church Documents on Catechetics

National Catechetical Directory

Teaching Values

Catechetical programs -administration and organization

Classroom Discipline and Management

Communication Skills

Music/Drama/Storytelling

History of Catechesis

Teaching Techniques

Lesson Planning



**New Module from *Echoes of Faith - Plus Adult Faith Formation*  
Effective August 4, 2007**

- Title:** *Adult Faith Formation* - for catechists who teach adults: recommended for all catechists as all should be able to provide a parent session on any topic presented to their children.
- Credits:** Advanced Catechetics - required for Advanced Endorsement - C4 - 6 hour
- Number of credits:** The DVD and the booklet entitles you to **6 credits**. This includes the short segments, interviews to view, booklet questions, additional articles and reflection questions.
- The DVD, booklet and discussion questions should take a group of 8-10 people about 4 hours to complete adequately. Additionally, there are two interviews: Sister Angela Zukowski and Sister Gretchen Hailer which should be viewed, with notes and discussion for another 2 hours. This will satisfy the six hours for this level.
- The six additional articles with reflection questions should be read, completed used for further reference for the catechist.
- Format for credits:** When all the work has been completed fill in the **Feedback Form** on page 47 of the booklet and return for credit with date completed. No other forms are necessary to submit for this credit. The Video Guidelines for LIFE Credits are to be followed. If you need to review those consult the *Handbook for Adult Faith Formation and Ministry Endorsement*.
- No portion of the DVD or work will be accepted. It is the responsibility of the facilitator to see that all the required work is completed before submitting for credit.
- Requirement:** This module is an additional requirement for the Advanced Catechist Endorsement for the Diocese of Tyler as of **August 4, 2007**. If you have already completed your Advanced Catechist Endorsement prior to August 4, 2007 it is recommended that you do the module and count it toward PRE or part of your maintenance program for your endorsement renewal.

The following pages should be copied for your participants when they are ready to do this module.

The booklets contain copies of the four segments you will be presenting for catechists to refer to for future reference. However, the interviews are only available on the main DVD.

Thank you,  
Linda K. Porter      903-266-2146

## C4 – Echoes of Faith Adult Faith Formation Module – 6 hours credit

### **4 hours for 8-10 people**

Echoes of Faith Plus - Adult Faith Formation Module -  
Methodology (DVD) (41 minutes)  
Booklets, Interactive discussions (60 minutes)

### **2 additional hours**

Interview with Sister Angela Ann Zukowski, MSHH (20 minutes)  
Handouts with topics for note taking

Interview with Sister Gretchen Hailer, RSHM (16 minutes)  
Handouts with topics for note taking

### **Sister Angela Ann Zukowski, MSHH**

Sister Angela Ann, of the University of Dayton, is an international consultant and writer for pastoral communications planning and pioneering new methodologies for catechesis and adult faith formation.

In this interview she will cover topics:

1. Insights from other cultures
2. Creative catechesis
3. Dialogue in Faith Formation
4. Tools for Faith Formation
5. A Community of Learners
6. Communicating the Good News

**Sister Gretchen Hailer, RSHM**

Sister Gretchen is a nationally known writer and consultant from Los Angeles with special expertise in adult faith formation, catechist formation, and media catechesis.

Topics in this interview include:

1. What Adults Need

2. Quality of Presence

3. Small Group Interaction Skills

4. Using Doctrinal Presentations

5. Faith Reflection Skills

6. Ways to Express Learning

7. Engaging Head, Heart, and Hands

To: FFL  
From: Linda Porter  
Date: August, 2007  
RE: "Into the Fields" - New Resource for Catechetics

Dear FFL,

A new resource for catechetical formation with your parish catechists is available. It is a resource entitled: "Into the Fields" - catechist and teacher formation for the whole community. There are 30 lessons compiled over a three year period with 10 lessons in each book. The format for each lesson includes:

*Spiritual Exercise*  
*Growing Faith*  
*Tools for Teaching*

I. The *Spiritual Exercise* contains music, prayer reflections, readings, and personal writing. It takes about **1 hour**.

II. The *Growing Faith* section takes about **30 minutes** and utilizes lessons from the Growing Faith Project. (This resource is available from Harcourt Religion Publications. It is also available for review in our library).

III. The *Tools for Teaching* section takes about **90 minutes** and some reading, writing, and group participation is required.

The lessons are designed for both group and individual work on their. The ideal group is for about 12. For more than that you may want to schedule multiple sessions. This is to be facilitated by the FFL in the parish.

This is a wonderful way for your catechists to do some formation with one another and to have something to take home to keep for future reference. The lessons move from very basic to more advanced in content and subject.

These lessons may be done sequentially or separately. I will provide C2 or C3 credit for any lessons completed. The time allotment and requirements must be adhered to in order to receive credit. The individual may receive **3 credit hours** upon satisfactorily completing one topic. There are 10 topics per year and three years for a total of 30 topics.

The individual must purchase their own book for \$25.00. There are three booklets, one for each year. The facilitator guide is \$60 and you will need to purchase that also. We have copies of all texts in the library for your review.

The following sheet must be completed and signed by the Faith Formation Leader who facilitates the sessions. This will serve as the Assessment Documentation for this resource. Twenty-Third Publications produces this resource. Their number is 800-321-0411 or 860-437-3012. Their website is [www.23rdpublications.com](http://www.23rdpublications.com) If you have any questions let me know.

Application for C2 or C3 - Basic Catechetics or Intermediate Catechetics Credit  
Effective August, 2007

### “Into the Fields”

\_\_\_\_\_ Basic Catechetics                      \_\_\_\_\_ Number of hours

\_\_\_\_\_ Intermediate Catechetics                      \_\_\_\_\_ Number of Hours

Name: \_\_\_\_\_

Parish: (indicate name of parish and city where it is located) \_\_\_\_\_

Date: \_\_\_\_\_

Into the Fields:

1. Year 1                      Year 2                      Year 3

2. Topic #

Spiritual Exercise: \_\_\_\_\_

Growing Faith: \_\_\_\_\_

Tools for Teaching: \_\_\_\_\_

3. Large Group Session: Date \_\_\_\_\_

The individual named above has satisfactorily completed the **3 hours** required, readings, writings, and participation in the large group session for this topic credit.

\_\_\_\_\_  
signature of Faith Formation Leader

(One sheet should be completed for each topic for each individual.)

## **Audio / Visual Format**

The Office of Faith Formation maintains an audio-visual center and a curriculum library. Persons who are working toward LIFE certification/catechist endorsement can find many resources in this area which would help them in their courses of study. A borrowing system is used for audio-visual materials. Resources are listed on the diocesan website. Catalogues are also available for selecting resources which may not be accessible in our center.

Professionally produced video cassettes are also available for adult study groups. Participants are encouraged to approach video learning as part of a group. The group offers each individual an opportunity for input and discussion.

1. Copyright laws do not allow you to make copies of the tapes unless produced by the Office of Religious Education.
2. One person should serve as the facilitator for the group. Facilitator would serve as the liaison between the group and the Office of Religious Education.
3. Use of the tapes is free of charge. Damage or loss of tapes would require replacement by the group.
4. The facilitator should preview the tapes to be used and be able to present a brief overview of the tape.
5. Tapes should be returned as soon as possible upon the completion of the meeting. Check out is generally for one month with a one time renewal.

### **Suggested Program Format for Using Video Cassettes**

- I. Prayer: Plan a prayer service that would address the theme.**
- II. Brief Overview by Facilitator: This is a time to set the tone for the meeting.**
- III. Video Presentation**
- IV. Reflection**
- V. Discussion**
- VI. Closing Prayer**

**FORM A**                      **Video Assessment** for Endorsement Credit - Edited  
January, 2006 (May be used for Catechetical or Doctrinal for the following  
categories)

Foundation LIFE  
Basic LIFE (Basic Theology or Basic Scripture)  
Basic Catechetics

Title of Video:

Name of participant:

Address with city and zip code:

Parish:

Date (s) of viewing:

Length of study and viewing time total:

Please briefly answer ALL of the following questions:

1. What was most helpful to you in this exercise?
  
  
  
  
  
  
  
  
  
  
2. Did you learn anything new or different about catechesis or doctrine? Explain.
  
  
  
  
  
  
  
  
  
  
3. How will you use this information to better hand on the faith to others in whatever ministry you are serving?
  
  
  
  
  
  
  
  
  
  
4. Did you find a weakness in the material? Please explain.

This type of assessment will assist the Office of Faith Formation in providing resources for catechetical and doctrinal training in the future. Thank you.

**FORM B**                      **Video Assessment** for Intermediate / Advanced Credit Edited May,

2007 (May be used for Catechetical or Doctrinal for the following categories)

Intermediate Theology (IT)

Intermediate Scripture (IS)

Intermediate Catechetics (C3)

Advanced Catechetics (C4)

Advanced Theology (AD)

Title of Video:

Name of participant:

Address with city and zip code:

Parish:

Date (s) of viewing:

1. At least 2 people must view the video segment together.
2. Each person fills out video assessment included with this packet.
3. Watch the video segment of the presentation.
4. Complete the assignments and return within one month with the video. Otherwise only Basic Credit may be issued.
5. Return completed assignments, with Video Assessment, and fee to Office of Faith Formation.
6. Fee for Intermediate and Advanced credit - \$10.00. Assignments have to be sent to someone to evaluate for credit and a stipend offered.

Office of Faith Formation

Linda K. Porter

1015 ESE Loop 323

Tyler, Texas 75701

7. Credits may not be submitted online until all work has been done, evaluated, and returned to the individual satisfactorily completed. Length of study and viewing time total:

**Video Credit Guidelines (LIFE - Scripture or Theology /  
Catechetics) January, 2006**

**Introduction:**

Adult faith formation study may be accomplished through video assisted learning. This provides additional opportunities for study at local parishes, and in scheduling for individuals.

The Office of Faith Formation library has videos / handouts for checkout for a one month period. This time may be extended for a one month period if necessary.

The videos may not be reproduced or copied. However, the handouts, assignments, guides which accompany the video may be reproduced for your use. The videos are designed for systematic formation in both doctrine and / catechetics. The office has additional training videos for Christian Initiation, Liturgical Renewal, etc. which may be used for enrichment. However, only specific videos may be submitted for LIFE or Catechetical credit toward Endorsement. The list is on file at the Office of Faith Formation and also with this guidelines packet.

Each video in the list is classified as to which credits it would apply toward. Instruction for submitting credits on either Video Assessment FORM A or FORM B is also included with this packet.

**Instructions for Submitting Credits:**

1. Foundation LIFE or Basic LIFE (Scripture or Theology) videos may be checked out at no cost along with any handouts may be provided. Additionally, Basic Catechetics may be submitted using videos at no cost to the individual. Video FORM A - Assessment must be completed and submitted to the Office of Faith Formation. (See enclosed sheet)  
If the video, i.e. Echoes, or Faith Formation Training already have an assessment form, it is not necessary to submit FORM A also.

2. If videos indicate you may receive Intermediate or Advanced Credits additional assignments along with a \$10 fee to cover the stipend for the presenter who evaluates the assignments should be returned with Video FORM B - Assessment to the Office of Faith Formation. You will be notified when the assignment has been evaluated and you may then enter credits online for acceptance. (See enclosed sheet)

## **Credits for Previous Work**

### ***Candidates with Academic Theology Degrees***

An Advanced LIFE Certificate is granted to persons who have completed a Masters in Religious Education, or a BA or MA in Religious Studies or in Theology, provided at least 30 hours of continuing workshops / courses in the areas of study have been completed within the last 5 years.

**Requirement:** A copy of the transcript and a list of workshops completed since the degree was achieved.

### ***Catechist Certificates from Other Dioceses***

Catechists who hold a certificate in catechetics from another diocese may submit a copy of the certificate to the Office of Faith Formation. The certificate will be considered for “endorsement” for the Diocese of Tyler upon evaluation and dialogue with the Diocesan Director of Faith Formation and the Pastor/FFL in the parish.

**Requirement:** A copy of the certificate with an explanation of number of hours and course content which was satisfied to complete the certificate.

### ***Candidates with Previous Work Courses***

Courses or workshops successfully completed within the last 5 years may be submitted for evaluation for endorsement credit. Parish Directors of Religious Education may

submit requests for specific levels of endorsements for catechists based on experience and work. Additionally, LIFE credits may be requested based on content and level of study if they satisfy the guidelines which define each level.

**Requirement:** A written petition for evaluation should be submitted for all previous work. This should include course title, description, instructor, location, date, length, format and a brief paragraph as to its significance in requesting credits.

To: LIFE Instructors  
From: Linda Porter  
Date: July 1, 2007  
Re: Format for Instructors

Dear LIFE instructor,

Many faith formation sessions are being offered in the diocese by parish catechists. Additionally, some of the those are LIFE courses. If you are a LIFE instructor and offering a session in your parish or another parish for the Basic, Intermediate, or Advanced LIFE levels, you need to submit an Instructor Format prior to advertising the course.

Enclosed with this memo is a sample form for Basic LIFE Sacraments, Church, or Scripture courses. Also is a format for offering an Intermediate or Advanced LIFE course. It is important when offering these courses that the instructor is adhering to the objectives, goals, and requirements for scheduling sessions and assignments outside of class.

A sample form is included with diocesan LIFE courses we have offered in the past for the Intermediate Theology and Scripture Courses for your convenience so you can see how to fill out the form from your parish or to give you some ideas for offering these courses at your parish:

IT - 15 hours "Mary in the New Testament"

IT - 15 hours "Christology"

IS - 15 hours "Prayer, The Spiritual Life and the Relationship to Eucharist"

It is also important when an instructor plans to offer sessions in formation in the diocese that he/she be a validly endorsed catechist within our Endorsement Program.

If you have any questions please let me know.

Thank you.

**June, 2007**

**Format for Basic LIFE Level Classes  
Instructor Form**

(to be completed by the instructor and returned to the Office of Faith Formation)

This will assist the office in identifying credits toward each requirement for endorsements. Please submit prior to offering the classes. Application for LIFE credit should be sent to the office after classes are completed. Attendance sheet is not required to be submitted; however, the coordinator should keep track of attendance and only send total number of hours for each individual. A copy of the Application for LIFE which is also in the Handbook for Adult Faith Formation and Ministry Endorsement is included.

LIFE Level: Basic Theology \_\_\_\_\_ Basic Scripture \_\_\_\_\_

Title:

Instructor:

Location of classes:

Topic length (number of hours/credits) \_\_\_\_\_

Rationale:

Learning objectives: upon completion of this topic the participants should be able to:

- a.
- b.
- c.

Topic schedule: (dates and times)

Resources:

Methods:

Additional information:

**August, 2008**

May 25, 2007

### **Format for Basic LIFE Level Classes**

(to be completed by the instructor and returned to the Office of Faith Formation)

This will assist the office in identifying credits toward each requirement for endorsements. Please submit prior to offering the classes. Application for LIFE credit should be sent to the office after classes are completed. Attendance sheet is not required to be submitted; however, the coordinator should keep track of attendance and only send total number of hours for each individual. A copy of the Application for LIFE which is also in the Handbook for Adult Faith Formation and Ministry Endorsement is included.

LIFE Level: Basic Scripture Course - Old Testament (3 hours)

Title: *Reading Scripture: Sources and Method*

Instructor:

Location of classes:

Topic length: 3 credit hours; recommendation - present in 2 sessions of 2 hours each (half hour for breaks)

Rationale: Documents of Vatican II: Dei Verbum, 12 - "to search out the intention of the sacred writers, attention should be given among other things to literary forms. For truth is set forth and expressed differently in texts which are variously historical, prophetic, poetic, or of other forms of discourse."

Learning objectives: upon completion of this topic the participants should be able to:

- a. study scripture in light of its historical - critical content
- b. locate and use resources available for sound scripture study
- c. apply message of scripture to daily living

Topic schedule: (dates and times)

Resources:

Methods:

Additional information:

**August, 2008**

May 25, 2007

### **Format for Basic LIFE Level Classes**

(to be completed by the instructor and returned to the Office of Faith Formation)

This will assist the office in identifying credits toward each requirement for endorsements. Please submit prior to offering the classes. Application for LIFE credit should be sent to the office after classes are completed. Attendance sheet is not required to be submitted; however, the coordinator should keep track of attendance and only send total number of hours for each individual. A copy of the Application for LIFE which is also in the Handbook for Adult Faith Formation and Ministry Endorsement is included.

LIFE Level: Basic Scripture Course - Old Testament (3 hours)

Title: *The Covenant Unfolds: Torah/Historical Books*

Instructor:

Location of classes:

Topic length: 3 credit hours; recommendation - present in 2 sessions of 2 hours each (half hour for breaks)

Rationale: Documents of Vatican II: Dei Verbum, 15 - "The principal purpose to which the plan of the old covenant was directed was to prepare for the coming of Christ, the redeemer of all, and of the messianic kingdom, to announce this coming by prophecy, and to indicate its meaning through various types."

Learning objectives: upon completion of this topic the participants should be able to:

- a. explain the concept of covenant as revealed in the stories of the Torah
- b. explain the concept of kingdom as revealed in the stories of the Historical Books

Topic schedule: (dates and times)

Resources:

Methods:

Additional information:

**August, 2008**

May 25, 2007

### **Format for Basic LIFE Level Classes**

(to be completed by the instructor and returned to the Office of Faith Formation)

This will assist the office in identifying credits toward each requirement for endorsements. Please submit prior to offering the classes. Application for LIFE credit should be sent to the office after classes are completed. Attendance sheet is not required to be submitted; however, the coordinator should keep track of attendance and only send total number of hours for each individual. A copy of the Application for LIFE which is also in the Handbook for Adult Faith Formation and Ministry Endorsement is included.

LIFE Level: Basic Scripture Course - New Testament (3 hours)

Title: *The Living Gospels*

Instructor:

Location of classes:

Topic length: 3 credit hours; recommendation - present in 2 sessions of 2 hours each (half hour for breaks)

Rationale: Documents of Vatican II: Dei Verbum, 18 - "it is common knowledge that among all the inspired writings, even among those of the New Testament, the Gospels have a special place, and rightly so, because they are our principal source for the life and teaching of the Incarnate Word, our Savior."

Learning objectives: upon completion of this topic the participants should be able to:

- a. identify the four evangelists and describe briefly the purpose, intended audience, and central theme of each gospel writer
- b. explain the notions of covenant and kingdom of God as revealed in the gospels.

Topic schedule: (dates and times)

Resources:

Methods:

Additional information:

**August, 2008**

May 25, 2007

### **Format for Basic LIFE Level Classes**

(to be completed by the instructor and returned to the Office of Faith Formation)

This will assist the office in identifying credits toward each requirement for endorsements. Please submit prior to offering the classes. Application for LIFE credit should be sent to the office after classes are completed. Attendance sheet is not required to be submitted; however, the coordinator should keep track of attendance and only send total number of hours for each individual. A copy of the Application for LIFE which is also in the Handbook for Adult Faith Formation and Ministry Endorsement is included.

LIFE Level: Basic Scripture Course - Old Testament (3 hours)

Title: *A People Called to Renewal: Prophets/Wisdom Books*

Instructor:

Location of classes:

Topic length: 3 credit hours; recommendation - present in 2 sessions of 2 hours each (half hour for breaks)

Rationale: Documents of Vatican II: Dei Verbum, 21 - "Scripture verifies in the most perfect way the words: The Word of God is living and active, and is able to build you up and to give you the inheritance among all those who are sanctified."

Catechism of the Catholic Church, 702 "When the church reads the New Testament, she searches there for what the spirit who has spoken through the prophets wants to tell us about Christ."

Learning objectives: upon completion of this topic the participants should be able to:

- a. explain the role of the prophets in the restoration of the covenant
- b. appreciate and personalize the prayer of the covenant people

Topic schedule: (dates and times)

Resources:

Methods:

Additional information:

August, 2008

June, 2007

### Format for Basic LIFE Level Classes

(to be completed by the instructor and returned to the Office of Faith Formation)

This will assist the office in identifying credits toward each requirement for endorsements. Please submit prior to offering the classes. Application for LIFE credit should be sent to the office after classes are completed. Attendance sheet is not required to be submitted; however, the coordinator should keep track of attendance and only send total number of hours for each individual. A copy of the Application for LIFE which is also in the Handbook for Adult Faith Formation and Ministry Endorsement is included.

LIFE Level: Basic Theology - Sacraments (6 hours)

Title: *Encountering the Diving: Introduction to the Sacraments*

*Topic 1: General Sacramental Theology*

*Topic 2: Sacraments of Initiation (Baptism, Confirmation, Eucharist)*

*Topic 3: Sacraments of Healing and Forgiveness (Reconciliation, Anointing)*

*Topic 4: Sacraments of Community and Service (Matrimony, Holy Orders)*

Instructor:

Location of classes:

Topic length: 6 credit hours; recommendation - present in 4 sessions of 2 hours each (half hour for breaks)

Rationale: Documents of Vatican II: Sacrosanctum Concilium 59 - "The purpose of the sacraments is to sanctify men to build up the Body of Christ, and to give worship to God. They not only presuppose faith, but by words and objects, they also nourish, strengthen, and express it."

Learning objectives: upon completion of this topic the participants should be able to:

- a. articulate a post-Vatican II understanding of sacramental theology
- b. able to name and be familiar with each of the seven sacraments, its origin, in Jesus' life, the experienced reality it expresses, and the future to which it points.

Topic schedule: (dates and times)

Resources:

Methods:

Additional information:

August, 2008

LIFE (Lifelong Individual Faith Enrichment)  
Format for Intermediate / Advanced LIFE courses

**Instructor Form**

The instructor should complete this form and submit it to Office of Faith Formation for approval BEFORE the session is scheduled or publicity is done for the credits

The Office of Faith Formation has developed courses for LIFE levels. Those are available on sample forms if a parish wishes to offer those particular courses..

LIFE Level: Intermediate \_\_\_\_\_ Advanced LIFE \_\_\_\_\_ (check one)

Title of Course or Class: \_\_\_\_\_

I. Instructor: \_\_\_\_\_

II. Location of Class or Session: \_\_\_\_\_

III. Topic length: Intermediate and Advanced are to be at least **9** contact session hours with **6** hours outside work required since continuity and expansion of the material needs to be a priority unless otherwise approved prior to the session. \_\_\_\_\_

IV. Rationale: indicate a quote from a specified document giving a reason for the course: CCC. Scripture, Vatican II documents, GIRM, etc.

V. Learning Objectives: list at least three (upon completion of this course the participants should be able to:

1.

2.

3.

VI. Course schedule: include dates and time: \_\_\_\_\_

VII. Resources: list all materials, include copy of handouts returned with this form or returned after the session is completed.

**August, 2008**

SAMPLE

Format for **Intermediate LIFE / Advanced LIFE** Courses  
Diocesan Courses - Office of Faith Formation

(To be completed by instructor and returned to the Office of Faith Formation prior to class beginning )

LIFE Level: Intermediate Theology (“Christology”)

I. Instructor:

II. Location of class or session:

III. Topic Length: 15 credit hours presented in monthly sessions of 3 hours each with 6 hours of outside reading, writing, to be submitted and graded by the instructor.

IV. Rationale: John 14:6-7 - I am the way, the truth, and the life. No one can come to the Father except through me. If you know me , you know my Father, too. From this moment you know him and have seen him.

V. Learning Objectives: Upon completion of this course the participants should be able to:

A. Differentiate and distinguish the various Christologies in the gospels

B. Formulate a basic understanding how this doctrine has developed through the centuries

VI. Course schedule: include dates and time:

VII. Resources: list all materials, include copies of handouts either with this form or following the completion of the session.

VIII. Additional Information:

**August, 2008**

SAMPLE

Format for **Intermediate LIFE / Advanced LIFE** Courses  
Diocesan Courses - Office of Faith Formation

(To be completed by instructor and returned to the Office of Faith Formation prior to class beginning )

LIFE Level: Intermediate Scripture - "Mary in the New Testament"

I. Instructor:

II. Location of class or session:

III. Topic Length: 15 credit hours presented in monthly sessions of 3 hours each with 6 hours of outside reading, writing, to be submitted and graded by the instructor.

IV. Rationale: Lumen Gentium, Chapter 5 verse 68 - the Mother of Jesus in the glory which she possesses in body and soul in heaven is the image and beginning of the Church as it is to be perfected in the world to come..

V. Learning Objectives: Upon completion of this course the participants should be able to:

- A. To formulate a biblically based Catholic portrait of Mary
- B. Formulate a basic understanding of how this doctrine has developed throughout the centuries including the understanding of Mary as model of the Church.

VI. Course schedule: include dates and time:

VII. Resources: list all materials, include copies of handouts either with this form or following the completion of the session.

VIII. Additional Information:

**August, 2008**

SAMPLE

Format for **Intermediate LIFE / Advanced LIFE** Courses  
Diocesan Courses - Office of Faith Formation

(To be completed by instructor and returned to the Office of Faith Formation prior to class beginning )

LIFE Level: Intermediate Theology (“Morality and Formation of Conscience”)

I. Instructor:

II. Location of class or session:

III. Topic Length: 15 credit hours presented in 9 contact hour sessions with 6 hours of outside reading, writing, to be submitted and graded by the instructor.

IV. Rationale: Catechism1785: In the formation of conscience the Word of God is the light for our path; we must assimilate it in faith and prayer and put it into practice guided by the authoritative teaching of the Church.

V. Learning Objectives: Upon completion of this course the participants should be able to:

1. deal with cases of conscience in the light of their relationship to Christ and to the Church
2. recognize the dignity of the human person and the effect his actions have on his growth in the image and likeness of God

VI. Course schedule: include dates and time:

VII. Resources: list all materials, include copies of handouts either with this form or following the completion of the session.

VIII. Additional Information:

**August, 2008**

SAMPLE

Format for **Intermediate LIFE / Advanced LIFE**  
Diocesan Courses - Office of Faith Formation

(To be completed by instructor and returned to the Office of Faith Formation prior to class beginning )

LIFE Level: Intermediate Theology (Prayer, the Spiritual Life and the Relationship to Eucharist)

I. Instructor:

II. Location of class or session:

III. Topic Length: 15 credit hours presented in 9 contact hour sessions with 6 hours of outside reading, writing, to be submitted and graded by the instructor.

IV. Rationale: Catechism2745: Prayer and the Christian life are inseparable for they concern the same love and the same renunciation, proceeding from love; the same filial and loving conformity with the Father's plan of love; the same transforming union in the Holy Spirit who conforms us more and more to Christ Jesus; the same love for all men, the love with which Jesus has loved us.

V. Learning Objectives: Upon completion of this course the participants should be able to:

1. Be aware of the importance of prayer in the life of both the individual and the Church
2. Investigate various spiritualities including diverse prayer forms

VI. Course schedule: include dates and time:

VII. Resources: list all materials, include copies of handouts either with this form or following the completion of the session.

VIII. Additional Information:

August, 2008

**Appendix 1 Application for LIFE / Catechetical Credits      Effective August, 2007**

Dates of Sessions:

Name of Course:

Level offered:

Max. Number of credits:

Location offered:

Presenter/Catechist:

The following list MUST be typed and must be alphabetized by LAST NAME. Complete address and parish must be included:

Name of Participant

Level:

Credit:

Address (include city/zip code)

Parish

\* This sheet is the official listing for credits, It must be signed by the person responsible for the session and submitted in a timely fashion to the Office of Faith Formation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Title:

August, 2008

**Application for Catechist Endorsement - Effective August, 2007**

(PLEASE PRINT)

Name:

Address: ( include city, state, zip)

Phone:

Parish:

Date:

Circle the endorsement level you are requesting:

Beginning    Basic    Intermediate    Advanced    Renewal    Christian Initiation    PRE

Please check the following list for each requirement:

**Beginning Catechist Endorsement:**

1. \_\_\_\_\_ 12 hours Foundation LIFE Level (L1)
2. \_\_\_\_\_ Getting Started as a Catechist (Echoes) (E1)
3. \_\_\_\_\_ Role of the Catechist (Echoes) (E2)
4. \_\_\_\_\_ Person of the Catechist (Echoes) (E3)
5. \_\_\_\_\_ Introduction to the Learner (Echoes) (E4)
6. \_\_\_\_\_ Curriculum Guide Training (Faith Formation Video three segments) (CG)
7. Methods for Grade level (one of the following) (E5)
  - \_\_\_\_\_ Grades 1,2
  - \_\_\_\_\_ Grades 3,4
  - \_\_\_\_\_ Grades 5,6
  - \_\_\_\_\_ Grades 7,8
8. \_\_\_\_\_ Acceptance Certificate for Service -(ACS) - Date \_\_\_\_\_
9. \_\_\_\_\_ Completed one year of teaching religion (TE)
10. \_\_\_\_\_ Personal Faith Enrichment (FE)

**Basic Catechist Endorsement:**

1. \_\_\_\_\_ Completion of the Beginning Catechist Endorsement
2. 15 hours Basic Theology study (BT)
  - \_\_\_\_\_ 6 hours Sacraments (BT)
  - \_\_\_\_\_ 6 hours Church (BT)
  - \_\_\_\_\_ 3 hours elective (BT)
3. 15 hours Basic Scripture study (BS)
  - \_\_\_\_\_ 6 hours Old Testament (BS)
  - \_\_\_\_\_ 6 hours New Testament (BS)
  - \_\_\_\_\_ 3 hours elective (BS)
4. \_\_\_\_\_ Personal Faith Enrichment (FE)
5. \_\_\_\_\_ 15 hours Basic Catechetics (C2)
6. \_\_\_\_\_ Completed two years of teaching religion (TE)

August, 2008

**Intermediate Catechist Endorsement:**

1. \_\_\_\_\_ Completion of Basic Catechist Endorsement
2. \_\_\_\_\_ 15 hours Intermediate Theology study (IT)
3. \_\_\_\_\_ 15 hours Intermediate Scripture study (IS)
4. \_\_\_\_\_ Personal Faith Enrichment (FE)
5. \_\_\_\_\_ 12 hours Intermediate Catechetics (C3)
6. \_\_\_\_\_ Completed three years of teaching religion (TE)

**Advanced Catechist Endorsement:**

1. \_\_\_\_\_ Completion of Intermediate Catechist Endorsement
2. \_\_\_\_\_ **20 hours of Advanced Catechetics (C4) (Effective August, 2007)**
  - \_\_\_\_\_ **6 hours Echoes Adult Faith Formation Module**
  - \_\_\_\_\_ **6 hours lesson plans, teaching, evaluation**
  - \_\_\_\_\_ **2 credits Liturgical Renewal Process**
  - \_\_\_\_\_ **2 credits Christian Initiation Process**
  - \_\_\_\_\_ **2 credits Call to Holiness and Discipleship Process**
  - \_\_\_\_\_ **2 credits New Evangelization**
3. \_\_\_\_\_ 40 hours of Advanced Theology (AD)
4. \_\_\_\_\_ Personal Faith Enrichment (FE)
5. \_\_\_\_\_ Completion of four years of teaching religion (TE)

**Christian Initiation Catechist:**

1. \_\_\_\_\_ Completion of Beginning Endorsement
2. \_\_\_\_\_ Completion of Basic Endorsement
3. \_\_\_\_\_ Curriculum Guide Training (3 hours)
4. \_\_\_\_\_ Attendance at a diocesan sponsored formation session for CI annually as long as you are actively catechizing in this process.

**Renewal of Advanced Endorsement:**

\_\_\_\_\_ 15 hours within a three year period following endorsement date.

**Professional Religious Educator:**

1. \_\_\_\_\_ three years as Administrator of Catechetical Program
2. \_\_\_\_\_ Formal systematic theological program
3. \_\_\_\_\_ Assessment Instrument (scheduled with Director of Office of Faith Formation)
4. \_\_\_\_\_ General Work toward PRE (total hours submitted)

\_\_\_\_\_  
Signature of person requesting endorsement

\_\_\_\_\_  
Today's Date

Return to: Office of Faith Formation, Diocese of Tyler, 1015 ESE Loop 323 Tyler, Texas 75701

August, 2008

## Appendix 2- Credits listed in Chronological Order

Edited August, 2008

Office of Faith Formation---Diocese of Tyler

First Issued: June 1, 1996

Updated: through December, 2008

**Effective August, 2008 any credits turned in for endorsement must be in agreement with the new requirements issued in this handbook.**

**CRITERIA AND EXPLANATIONS FOR CREDITS FOR ENDORSEMENTS:** Please note only credits from the year 2003 on will be accepted for endorsement. Listed below are the workshops the diocese has held from 2003-present and the number of credit hours to be assigned for them. **Training beyond 5 years will not be credited. The Echoes of Faith are the exception to the five year rule.** Other training within your parish or outside the diocese may be credited. If you have questions please call me.

**Please note: All Discipleship Conference, Ministries Conference, sponsored by the diocese since 2003 will only count for PRE. They will not count for any other credits.**

### **Group I: Sponsored by Diocese of Tyler**

#### **2003**

\_\_\_\_ Fall, 2002, Spring, 2003 Pre Professional Ministry Program courses. Two in catechetics and three in theology. Depending on which one taken; credits depend on contact hours. See flyer for details.

\_\_\_\_ November 9, 2002 St. Mary's Longview, 2<sup>nd</sup> series in Workshops for Christian Initiation Teams, 5 hours credit toward BT.

\_\_\_\_ February 8, 2003 St. Mary's, Longview, 3<sup>rd</sup> series in Workshops for Christian Initiation Teams. 5 hours credit toward BT.

\_\_\_\_ March 13, 2003, Thursday, DRE/Youth Community Building Retreat Pine Cove, focus on Maintaining Professional Balance (skills series booklet) and retreat. Personal Faith Enrichment credit.

\_\_\_\_ June 14, 2003 Summer Camp Day Ministries "Code of Ethics" 9-12 ; Curriculum Guide Training 1-4 3 hours CG Cathedral Center.

\_\_\_\_ July 19, 2003 Summer Camp Day for Ministries focus on Baptismal Catechesis 9-4 Basic Catechetics (6 hours) Cathedral Center.

\_\_\_\_ July 26, 2003 Summer Camp Day for Ministries: Liturgical Catechesis for Basic Catechetics. (6 hours) Chancery

\_\_\_\_ August 2, 2003 DRE In Service Day - Cathedral Center 9:00 - 4:00 Professional Religious Educator Endorsement only (6 hours)

\_\_\_\_ September 13, 2003 Fall Camp Day for Ministries Tyler, Texarkana, Nacogdoches: "Code of Ethics" - 9-12; Endorsement Procedure - 1-4 Beginning Catechetics or Basic Catechetics (6 hours)

## **August, 2008**

\_\_\_\_October 24, 25, 2003 Ministries Conference Sheraton Hotel, Theme: Sacrosanctum Concilium. (10 possible credits for both days)

\_\_\_\_November 8, 2003 Christian Initiation Training Phase II: Session II Longview, 9:30 - 3:30 (5 HOURS) Basic Theology or specialization credits for Intermediate Catechetics

\_\_\_\_November 15, 2003 DRE IN Service Day: Ideas for the Liturgical Year, Cathedral Center, 9-4 (6 hours) PRE

## **2004**

\_\_\_\_February 7, 2004 Christian Initiation Teams Phase II: Session III St. Mary's Longview 9:30 - 3:30 (5 hours toward Basic Theology ) or specialization credits for Intermediate Catechetics.

\_\_\_\_March 13, 2004 DRE/Youth Minister Retreat Formation Day Linda Porter's, home, 6 hours PRE credits

\_\_\_\_June 5, 2004 Christian Initiation Teams Phase III: Session II St. Mary's Longview 9:30 - 3:30 (5 hours toward Basic Theology ) or specialization credits for Intermediate Catechetics. Topic: Matrimony and Tribunal

\_\_\_\_June 19, 2004 and July 24, 2004 Advanced and Intermediate Catechetics Kathy Gregory "Family Liturgical Catechesis and Liturgical Year" 21 hours total. Only one day receives Basic Catechetics 6 hours.

\_\_\_\_August 7, 2004 Faith Formation Leaders' In Service day Cathedral Center PRE 6 hours

\_\_\_\_October 22, 23, 2004 - Discipleship Conference Holiday Inn Select "Lumen Gentium" - 5 hours

\_\_\_\_November 12, 2004 Dr. Jerry Galipeau Musician workshop Cathedral Center PRE

\_\_\_\_November 13, 2004 Dr. Jerry Galipeau "Mystagogical Catechesis at the Heart of the Catechumenate" - Phase III, Session II, St. Mary's Longview 5 hours. BT.

## **2005**

\_\_\_\_January 15, 2005 Faith Formation Leader In Service Formation Day "Liturgical Year" Cathedral Center 10:00 - 4:00 - Basic or Intermediate Theology

\_\_\_\_January 29, 2005 Christian Initiation Training Session Phase III, Session III Topic: Father Bruce Nieli, Jesuit - "Evangelization" BT 6 hours

\_\_\_\_Confirmation Retreats for candidates and their sponsors ( Spanish only) Feb. 26, 2005 and March 12, 2005 Personal Faith Enrichment only.

\_\_\_\_March 12, April 9, 2005 Advanced Theology Credits 12 hours. "Call to Holiness" Seminar presented by Reverend Timothy Vaverek. Cathedral Center Tyler 9-12 both days.

\_\_\_\_April 17, April 24, April 30, 2005 - Catholic Formation on Mary In Spanish 4 credits toward Basic Theology

\_\_\_\_April 23, 2005 Sacramental Workshop in Spanish - 9-4 PM Chancery, 6 hours toward Basic Catechetics or Basic Theology.

## August, 2008

\_\_\_\_ June 4, 2005 Parish Christian Initiation Team Training Bishop TK Gorman - 6 hours Basic Theology or Personal Faith Enrichment or PRE

\_\_\_\_ June 11, 2005 Curriculum Guide Training Cathedral 3 hours CG.

\_\_\_\_ August 6, 2005 Faith Formation Leaders In Service Day Cathedral Center 9:00 - 4:00 (6 hours) PRE.

\_\_\_\_ August 20, 2005 and September 17, 2005 - Catechist Camps at the Cathedral Center, Tyler. Both days - C3 or C4 12 credits or 6 credits for C2 for one day.

\_\_\_\_ October 21, 22, 2005 Discipleship Conference Focus: "Jesus the Revealing Word of God" Dei Verbum 5 hours credit per day.

\_\_\_\_ January - December, 2005 - IRPS Faith Formation Classes in Longview with University of Dallas professors. AD Advanced Theology or IT Intermediate Theology or IS Intermediate Scripture (15 hours per course):

\_\_\_\_ Synoptic Gospels IS or AD

\_\_\_\_ Christology IT or AD

\_\_\_\_ Christian Anthropology IT or AD

\_\_\_\_ Homiletics (no credit)

\_\_\_\_ U.S. Church History IT or AD

\_\_\_\_ Psalms, etc. IS or AD

\_\_\_\_ Ministry in the Church FE

\_\_\_\_ Intro to Canon Law (no credit)

\_\_\_\_ December 3, 2005 The Adult Learner - presented by Linda Porter 6 hours C3 or C4 if homework was satisfied; otherwise 3 hours C2.

## 2006

\_\_\_\_ January - May 2006 Confirmation Prior to First Eucharist Formation Days - 6 hours General Work Toward PRE only.

\_\_\_\_ January 20, 2006 Dallas National Directory for Catechesis Training - 6 hours for C2 or PRE.

\_\_\_\_ Feb. 25, 2006 - Parish Christian Initiation formation day - TK Gorman - BT or C2 or PRE - 5 hours.

\_\_\_\_ May 6, 2006 - St. Anthony'; Longview, Evangelization Workshop - Personal Faith Enrichment or PRE. 6 hours

\_\_\_\_ July 14, 2006 = Dr. Jerry Galipeau - Choosing Songs for Seasons - PRE - 4 hours

\_\_\_\_ July 15, 2006 - Dr. Jerry Galipeau - Catechist Camp "Signs of Conversion..." 6 hours C2 if attending only; homework assignment C3 or C4.

\_\_\_\_ August 5, 2006 FFL In Service - PRE only 6 hours

\_\_\_\_ August 19, 2006 =Catechist Camp Spanish 6 hours C2.

\_\_\_\_ Fall 2006 IRPS Courses St. Mary's Longview - 12 hours Basic unless taking for credit then IT, IS or Advanced LIFE.

\_\_\_\_ Canon Law of Marriage (IT or AD LIFE)

\_\_\_\_ Apocalyptic Literature (IS or AD LIFE)

## August, 2008

\_\_\_\_\_ Ecclesiology (IT or AD LIFE)

\_\_\_\_\_ Discipleship Conference - Holiday Inn Tyler - . (5 hours per day - two day conference) - Oct. 27, 28.

## 2007

\_\_\_\_\_ February 10, 2007 Christian Initiation Parish In Service Day 10:00 - 4:00 Cathedral Center.  
PRE, C3 - 3 hours for Specialization (refer to Handbook for Adult Faith Formation and Ministry Endorsement),  
or C4 -2 credits for CI Process

\_\_\_\_\_ Lift Up Your Hearts Liturgical Formation Days - 3 credits for PRE, FE. C4-2 (liturgical renewal process)

\_\_\_\_\_ Publishers' Day April 21, 2007, PRE only

\_\_\_\_\_ To Lead As Jesus Did - Part 1 - Leadership Formation June, 2007 10:00 - 4:00 - 5 hours credit PRE, or  
C3 - 3.

\_\_\_\_\_ Catechists' Camp July 21, 2007 Meeting Jesus at the Movies. 6 credits C2, C3, or C4.

\_\_\_\_\_ FFL Inservice Day, August 4, 2007 - PRE - 5, or C3=3.

\_\_\_\_\_ Discipleship Conference. October 26, 27 - PRE or FE only 6 hours per day.

\_\_\_\_\_ Spring IRPS Classes January - April, 2007 only those taken for credit; grades from UD required.

\_\_\_\_\_ Sacraments IT or AD

\_\_\_\_\_ Liturgy and Praxis - PRE, IT or AD

\_\_\_\_\_ Pauline Literature PRE, IS or AD

\_\_\_\_\_ Ethics and Integrity PRE

\_\_\_\_\_ November, 2007 To Lead as Jesus Did - Part 2 - PRE, FE, - 5 hours or C3 - 3 hours.

**August, 2008**

**Group II: Outside the Diocese of Tyler**

\_\_\_\_Basic Formation for Catechetical Leadership, Study Week, sponsored by Diocese of Galveston-Houston. These hours can be credited toward **Professional Religious Educator Endorsement, 30** beyond Advanced Level; C3, C4.

\_\_\_\_August 24, 2002 Dallas Catechetical Conference 5 hours Catechetics.

\_\_\_\_January 3, 4, 2003 Hofinger Conference in New Orleans (10-12 hour) catechetics on Beginning or Basic level, or PRE.

\_\_\_\_May 12, 2005 Whole Community Catechesis Workshop Houston C2 - 6 hours

\_\_\_\_NCEA or NCCL offered in any years are credited by workshop only. C2, BT, or PRE credit can be given; must be entered by title, speaker, number of hours, location, and dates. 10-12 hours if entire conference attended.

\_\_\_\_SWLC conference weeks also are BT or PRE or C2 depending on which ones attended. Must be listed by title, speaker, number of hours, location, and dates.

**August, 2008**

**Group III: Parish or group training or study within the Diocese of Tyler**

\_\_\_\_Any parish in service day, or parish training session may be submitted for credit. Date, speaker, and topic are NECESSARY FOR CREDIT. These may be submitted only for C2, PRE, or FE.

\_\_\_\_Bible study either Little Rock Scripture or DeSales Series can be counted for scripture or theology credit depending on the book studied. However only one time 16 credit can be allowed. Every additional text studied in a series will be given an additional 3 hour credit. This is to provide diversity in study,

\_\_\_\_Personal Faith Enrichment experiences are essential for catechetical endorsement. Retreat, marriage encounter, cursillo, prayer group, mission, or some other form of faith growth is required one per year for each level.

\_\_\_\_Attendance a doctrine based RCIA program for one year is comparable to the 12 hours of the Basic Elements of the Christian Message Course. Dates must be submitted for the L1 credit and location (city or parish).

\_\_\_\_All parish doctrine or theology or scripture classes must submit Application for LIFE Credit sheet for credits toward endorsement.

\*\*This list is not to be exhaustive.

Sincerely,

Linda Khirallah Porter, Diocesan Director of Office of Faith Formation

August, 2008

**LIFE (Lifelong Individual Faith Enrichment)  
Office of Faith Formation**

Foundation LIFE

Course: (12 hours)

Basic Elements of the Christian Message Course: six two hour topics

Revelation, Trinity, Church, Mary / Saints, Sacraments, Grace / Morality

Basic LIFE (1994-2008)

Courses: (number of hours varies depending on instructor and location)

1. Encountering the Divine: Introduction to the Sacraments
2. The Budding Forth of the Kingdom: The Church
3. Opening the Word: The Scriptures
4. Discipleship Course
5. Prayer and Meditation
6. Apocalypse
7. Catechism of the Catholic Church
8. God's Self Revelation - Our Response in Faith
9. Witness to Holiness
10. A Way of Life: Call to Holiness
11. Scripture: Book of Revelation
12. Theology: Social Justice
13. Prayer in the Christian Life
14. Theology of Vatican II
15. Gospel of John
16. Apologetics
17. Full Participation in the Liturgy
18. Connecting the Beatitudes to the Ten Commandments
19. Proverbs
20. Inside the Vatican
21. Scripture: Journey Through the Bible
22. Violence and Culture
23. Mystagogical Catechesis
24. Call to Holiness Series
25. Acts of the Apostles
26. Morality: Proclamation of the Gospel in a Secular World
27. Celebrating the Gift of the Sacraments
28. Sacraments, Sign and Symbols - July 2005
29. Old Testament, Scripture - July 2005
30. History of the Church, Sept. 2006
31. God Speaks to His People - Oct. 2006
32. Bible/Sin - December 2006
33. Johannine Literature - January 2007
34. Deus Caritas Est - February 2007
35. Woman as Image of God 2007 3 hours
36. How Do We Lead a Richer Human Life – 2008 4 hours

## **August, 2008**

### Intermediate: Courses: (1994-2008)

1. Christology (15 hours)
2. Prayer, the Eucharist, the Spiritual Life (15 hours)
3. Morality and Formation of Conscience (15 hours)
4. Mary in the New Testament (15 hours)
5. Catechism of the Catholic Church (15 hours)
6. Synoptic Gospels (6 hours)
7. Early Church Fathers (6 hours)
8. Eucharist and Life (6 hours)
9. Living the Liturgical Life (6 hours)
10. Praying With the Psalms (6 hours)
11. Biblical Family (6 hours)
12. Character and Virtue (6 hours)
13. Writings of St. Ambrose
14. Wisdom Literature in the Old Testament
15. Death, Judgment, Hell (6 Hours)
16. Infancy Narratives
17. Prayer and Devotions
18. Scott Hahn Video Adult Education Series
19. Morality and Conscience - 12 hours - July 2005
20. Parables - (6 hours) July 2005
21. Creed - (6 hours ) July 2005
22. Mary as Model of the Church, (Fall, 2005) 6 hours
23. The Old Testament - Theme of Love July 2006 (6 hours)
24. The Holy Trinity Sept 2006 Fr. Denzil (8 hours)
25. Theology of Prayer 2008

### Advanced (depending on the number of contact hours and outside assignments) 1994-2008

1. Epistles of Paul
2. Pope John Paul II's Vision of the Human Person/Character
3. Gospel of John
4. U.S. Catholic Experience
5. Practical Apologetics
6. Dead Sea Scrolls
7. John Paul II and His Unfolding Message to the World
8. Deuterocanonical Books
9. Sacraments
10. The Holy Spirit - Unbounded Gift of Joy
11. The Passion
12. Vatican II - The Sacred Liturgy
13. Making the Eucharist Matter
14. Call to Holiness: Seeking the Face of Christ (Fr. Timothy) March/April, 2005
15. Early Church Fathers, (6 Hours) July 2006
16. World Religions - ( 6 hours) July 2005
17. Judeo-Christian Heritage - (12 hours) July 2005
18. Ecumenism and Other Religions - (7 hours ) September, 2005

## August, 2008

19. The Bible: Its Origin and Authority 9 August -Dec. 2006
20. Ecclesiology - Sept 12-Oct 10 2006
21. Church Challenges: Chaos in Theology July 2006
22. God, Man, and the Universe - July 2006
23. The Holy Trinity, Sept. 2006 Fr. Denzil (8 Hours)
24. The Compendium- Renewed Zeal for Evangelization and Education (10 hours) Ralph Guidroz Sept 29-Feb.16 2007
25. Union With God – AD 2008 (8 hours)
26. Introduction to the Early Church Fathers, Dr. Brian Schmisek 8 hours AD July 2008

## Advanced: (20 hours credit per course)

### Professional Ministry Program (1997-2002)

1. Ecclesiology
2. Vatican II Documents
3. Theology: Sources and Methods
4. Church History
5. Spiritual Theology
6. New Testament Paul
7. Old Testament Prophets
8. Old Testament - Torah
9. New Testament - Synoptics
10. Liturgy and Worship
11. Old Testament - Writings
12. New Testament - John
13. Homiletics
14. Pastoral Counseling
15. Canon Law
16. Mary
17. Social Justice in Action
- 18.. Practical Liturgical Ministry
19. New Testament - Catholic Epistles
20. New Testament - Revelation
21. Theology of Marriage
22. Theology of Sacraments
23. Moral Theology

### Pre-Professional Ministry Program (2002-2003)

#### Courses:

1. The Evolution of a Church
2. Living the Sacred: Sacraments in Action
3. Morality: Rooted in Scripture, Love, and the Human Experience

\*\*Institute for Religious and Pastoral Studies (University of Dallas ) and Diocese of Tyler  
(15 hours Advanced or Intermediate Theology or Scripture if taking for credit; otherwise  
Basic LIFE credit depending on number of contact hours in class.

**August, 2008**

Fall 2003, Spring, 2004

1. Introduction to Scripture
2. Philosophy I
3. Philosophy II
4. Vatican II
5. Introduction to Morality
6. Introduction to Theology
7. Church History

Fall 2004, Spring, 2005

1. Sacred Art and Architecture
2. Pentateuch
3. History of Liturgy
4. Fundamental Theology
5. Christian Anthropology
6. Synoptic Gospels
7. US Catholic Church History

Fall-2005, Spring-2006

1. Christology
2. Psalms, Prophets, Wisdom
3. Introduction to Canon Law
4. Trinitarian Theology
5. Pauline Letters
6. Christian Initiation
7. Catholic Social Teaching

Fall 2006 - Spring, 2007

1. Apocalyptic Literature
2. Canon Law of Marriage
3. Ecclesiology
4. Sacraments
5. Social Ministerial Ethics
6. Johannine Literature
7. Liturgical Praxis

Spirituality Sessions: (Personal Faith Enrichment)

Walking in the Footsteps of the Saints

Homiletics I (IRPS)

Introduction to Spirituality (IRPS)

Homiletics II (IRPS)

Scriptural Prayer

Evangelizing as Responding to the Holy Spirit in the Church, World, and the Soul

**August, 2008**

Appendix 4 - TCCED Requirements is available at the Catholic Schools Office of Superintendent

August, 2008

## **Appendix 5 - Guidelines for Vacation Bible School Personnel**

Whether a person is a volunteer, a catechist, or a paid professional, any person working with children under the age of 18 in a formal parish program should follow guidelines for catechists who are working toward endorsement.

Vacation Bible School (VBS) is understood to be any program offered outside the regular school year. It is often not part of the regular Religious Education classes offered in the parish. It is understandable that many of the individuals involved in such a program may be parents who help out only in the VBS, however, since it is a parish sponsored program, the parish is ultimately responsible for the individuals behavior to whom these children are entrusted. The parish and the parents also need to know that our faith is well presented in the VBS program. It is with these concerns in mind that the following guidelines are recommended for vacation bible school personnel.

1. There should be at least two adults present in the room during every session for children under the age of 18.
2. All personnel working with children under Age 18 should have attended a session on Legal Issues Training sponsored by the Diocese of Tyler and fulfill the requirement connected with legal issues in the Beginning Endorsement section of this manual.
3. It is recommended that all VBS personnel view the Echoes of Faith series for “Getting Started as a Catechist” the “Role of the Catechist” and the “Person of the Catechist.” These tapes offer the individual ideas and suggestions for a leader of faith with children and would be most helpful.
4. If the individual is an active endorsed catechist he/she may have responsibility for a session of children unsupervised.
5. If the individual is not endorsed he/she must be supervised by an endorsed catechist or the DRE or the CRE in the parish.
6. The DRE/CRE should sign a statement qualifying VBS personnel if they are not endorsed catechists and send it to the Diocese of Tyler Office of Religious Education.
7. Materials and resources are available in the Diocesan Resource Library. It is vital that materials used for VBS be approved by the DRE/CRE or pastor before using in a parish program. There are many non Catholic materials available that are helpful, while some others are contrary to the teachings of the Catholic Church.